

Space Family Education, Inc.

Board of Director's Open Meeting

Director Report

Staffing

Resignations: Ms. Hirning reported that Ms. Cristy Jenné from room 8 has resigned.

New Hires: Ms. Hirning has a candidate under consideration to replace Ms. Cristy. Room 3 wants/needs one more teacher in the morning. Ms. Hirning will work the schedule to have more staff to help with the morning drop off.

Other: Ms. Hirning reported that the enrichment program has started.

Operations

Facility: A copperhead snake was found on the playground, and NASA Safety (Shaun Keptra) was notified. Mr. Keptra came out and surveyed the yard and said that it is okay for the kids to be back out in the yard. Ms. Hirning was concern that there may be more snakes (if one is found), and that the high grass and debris behind the fence may be a good breeding ground for snakes. The discussion suggested that Ms. Hirning should file a NASA close call report to elevate the concern, and to potentially get NASA Safety to do something to ensure the safety of the kids.

In the wake of the September 11th incident, on-site access for non-badged parents/custodians was an issue. Ms. Hirning reported that NASA Security would use the Center provided list to identify parents and those authorized to drop off and pick up the kids. The non-badged parent/custodian will be escorted to and from the Center. Some parents/custodians were detained at the gate. Security rule is still undefined and probably will be for a while, and they (Security) encouraged that only badged employee should drop off and pick up the kids for the time being. Security hasn't got back with Ms. Hirning with any definite policy. Ms. Hirning will keep parents up to date with any changes.

Ms. Hirning reported some problems with the September 11th evacuation. One of the problems was that the emergency contact list was not up to date_one child remained at the Center two hours after JSC had Closed. Most kids were picked up within 45 minutes of the evacuation notice. Ms. Hirning wanted to remind/inform parents and custodians to use the main gate, in the event of an emergency evacuation, because we will not know for certain which gate will be open or closed. Ms. Hirning also suggested a policy change to allow the Center staff to temporary remove the child(ren) from JSC. The policy change would include a permission/authorization form for parents to sign (much like a field trip form) allowing the Center staff to transport the child. This policy would require the Center to have a child car seat and an infant car seat on hand to use in transporting the child(ren). The Board agreed with the suggestion and authorized the purchase of a child and an infant car seat (for the Center use only, not for loan to parents/custodians). Ms. Hirning will draft up the

permission/authorization form and distribute it to the Board members for review and approval. The other problem was that Ms. Hirning was not notified last Tuesday night that JSC will be closed on Wednesday (September 12). Ms. Hirning will work with Rob Hall to make sure she gets notified with any news concerning JSC operation.

As for improving the emergency evacuation plan, several things were suggested. The emergency contact list will be distributed to all Board members for safekeeping in the event JSC is closed and we do not have access to the Center. The emergency contact list is to be updated and requiring only local telephone numbers. It was also suggested that emergency contact list for each room to be verified by the room captain and alternate_by performing some kind of an exercise (much like the hurricane “Greg” drill last summer) where the room captains (and alternates) get in touch with either the parent(s) or the emergency contact for each child to convey and ‘drill’ emergency message and get acknowledgement from the adult their role and responsibility. The Secretary will develop the procedure for the drill and distribute it to the room captains once the emergency contact lists are updated.

A question was raised as to whom will be called next if the room captain is out. The answer is the alternate_the room captains and their alternates should arrange among themselves how they will contact parents in their room. It was agreed that all room captains and alternates should also have their emergency contact list at home to maintain the calling chain in the unexpected event that JSC or the Center is closed, and all parents need to be notified.

Ms. Hirning reported that the Center cell phone number is 713-516-3338, in case of an emergency.

Special Events: Safety and Total Health Day (S&THD) will be October 17. JSC Security is concern about outside guests. The Center will advertise special events (S&THD, Carnival, etc..) early to alert parents about security and guests. Parents should get with Security to get 90-day badges if anticipating guests.

Scholastic book-fair is next week. This is also a fundraiser activity for the Center.

Karen Frank will also be sponsoring a Discovery Toy sale and a toy collection for ‘Toy for Tots’ next week. It was reminded that the Discovery Toy sale is a special discount sale and does not generate any money for the Center.

Other: Ms. Hirning reported that she had sent an email to Lynn Buquo about computers for room 4 and 3, and requested for 4 computers (2 for room 4 and 2 for room 3 when it’s converted to a two’s room)

The Center will have mini-camps during this Thanksgiving and Christmas holidays. The Old facility will be used for the mini-camp. Ms. Hirning will provide more details on the mini-camp plan later.

A discussion on the need for some kind of policy on the announcement for summer camp registration was brought up because of supply/demand issue. Some (or many) parents complaint that they weren’t notified about summer camp registration, and when it was finally announced there were no room left. It was decided that SFEI members get first notification

of summer camp (and mini-camp) registration. Non-members can join SFEI and get the early notification and discount at registration. The webpage will be used to notify members about camps registration.

Committees Report

Education Curriculum

Mr. Nguyen reported that the room captains from rooms 5-9 were recruited to provide him with a list of all the CDs to be copied/backup in their respected room. Mr. Nguyen (and some other parents) will make copies of the CDs.

Playground

Mr. Nguyen reported that Mr. Bryan Kelley (still) volunteered to be the playground committee chair.

Newsletter and Webpage

Mr. Nguyen reported that Mr. Brian Crucian (still) volunteered to be the Newsletter committee chair, and that he could be asked to provide an electronic copy of newsletter to Ms. Hirning and Ms. Linda Moreland (webmaster).

It was discussed that money could be saved on stamps to mail out the newsletters to those members don't have daily access to the Center or NASA mail (mostly waitlist members) if the newsletter is available on the webpage. It was decided that Ms. Moreland should put the newsletter on the webpage and notify Ms. Hirning (Board member and room captains) when the newsletter is on the webpage.

Room-1

Alene Farrar - No complaints. Everyone is happy.

Room-2

Liana Rodriggs - No complaints. Everyone is happy with the stroller shared with room 1.

Room-3

Pam Delacruz - Working with Ms. Hirning on toy wish list for the room.

Room-4

No report. Find new room captain to replace Louis Nguyen (Secretary on the Board).

Room-5

No report

Room-6

David Thame - Parents want the kids to be able to play in the big playground. Ms. Hirning reported that they should be doing so already. If not, she will get the word out to the teachers.

Room-7

Theresa Fuesting – No issue/report.

Room-8

Waiting to know who's going to be the new teacher (replace Ms. Cristy)

Room-9

No report

Board Members Report**Policies and Procedures** (Jennifer Lewis)

Ms. Lewis currently updating the waitlist policies (12 month age grouping, on/off-site contractor distinction, etc...) and sending out and verifying the information of those on the waitlist. Upon completion, the waitlist parents will be contacted with updated policies, points, codes, etc... She will have the waitlist updated by October 1st.

The policy regarding distinction between on/off-site contractors was discussed. Ms. Lewis reported that she spoke with Rob Hall and he agreed with her that there are no reasons to distinguish between on/off-site contractors, and suggested the policy change. One reason is that the verification of the on/off-site status could be difficult. Ms. Gretchen suggested using the Global email list, NASA phonebook, and call the on-site phone number (must be reached at the on-site phone number). The Board needs to vote on the policy and to address the implementation issues (grandfather clause, etc...).

Ms. Lewis brought up a question (asked by three separate parents); can one get on waitlist before conceiving? The answer from the Board is NO (for now).

Treasurer (Laurie Garcia & Susan Gomez)

Ms. Gomez handed out the treasury report. Ms. Gomez pointed out that the summer migration caused a dip/drop in tuitions for the month of July (tuition is less as the child move up to older room). Summer camp made approximately \$14K. The audit is not yet started. Ms. Garcia is taking over the treasurer duties.

Secretary (Louis Nguyen)

Mr. Nguyen reported that the secretarial duty transition (from the Ms Buquo) is still in works. As a result, the Director evaluation is not done.

Vice President (Erica Vandersand)

No report

President (Susan Gomez)

No report

SFEI Members Report

Walk-ons

None

Old Business

None

New Business

Most of those attended the meeting reported that they don't mind doing the Almond Chocolate fund raising again. Ms. Hirning reported that last year it made \$2600.00 for the Center.

The next meeting will be Thursday, October 18, 2001.
JSC Child Care Center - Room 122 - 11:30AM - 1:00PM